



Department of Energy  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 05-6**  
**EFFECTIVE DATE: July 15, 2005**

**SUBJECT:** Weatherization Assistance Program National Recognition Awards

**PURPOSE:** To provide criteria and guidelines for the Weatherization Assistance Program's (WAP) National Recognition Awards being presented at the 2005 National Weatherization Training Conference in New Orleans, Louisiana. These awards acknowledge outstanding contributions that advance the goals of WAP through individual or group achievement, inspiration, or innovation.

**SCOPE:** The awards program is open to all grantees and sub-grantees that receive financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program.

**BACKGROUND:** In the past, DOE's WAP has recognized those individuals and organizations that have gone that "extra step" with their work in Weatherization. It is our desire to continue to recognize the dedication and commitment within our Weatherization community.

**I. NOMINEES:**

Nominees may be individuals, groups, or organizations at the State and local level that have contributed to program accomplishments for at least two program years.

**II. EVALUATION AND SELECTION CRITERIA:**

There will be several awards within two major divisions, Management/Administration and Technical. Awards will be given in the following categories: Leadership, Innovation, Service, Partnership, and Public Outreach.

The evaluation panel consists of members of the national 2005 Weatherization Planning Committee. Names will be removed from the nomination forms before they are submitted to the panel. The panel will rate each nominee based on the relevance of the written statements to the questions.

### **III. FORMAT FOR SUBMISSIONS:**

Each nomination must be accompanied by the enclosed form(s).

Nomination forms are also available at <http://www.eere.energy.gov/weatherization/conference/> in the Awards section. Please fill out the form completely and submit, or download the PDF file and mail or fax to:

**2005 Weatherization National Recognition Awards**  
**SAGE Systems Technologies, LLC**  
**Attn: Stephanie Blaine**  
**10440 Balls Ford Road, Suite 200**  
**Manassas, VA 20109**  
**Fax: (703) 365-0460**

### **IV. COMPLETING THE NOMINATING FORM:**

Each nomination form contains seven questions with each question having three possible answers. Check the box that best describes how relevant the information is to the nominee. Then, provide examples to support the rating. "Very relevant" or "relevant" denotes that most, if not all, of the criteria within the question pertains to the nominee. All questions may not be applicable to every nominee, in which case no narrative is necessary. Additional information can be included on a separate sheet of paper and submitted with the nominating ballot.

### **V. DUE DATES:**

This is the opportunity to nominate individuals, groups or organizations that deserve the recognition of their peers for contributions made to the program. Please share the forms with other staff members who work in the program.

Nominations must be received by August 12, 2005. Judges' selections will be made by August 17, 2005.

A handwritten signature in blue ink, appearing to read "Buddy Garland", with a long horizontal flourish extending to the right.

for

Buddy Garland  
Program Manager  
Office of Weatherization  
and Intergovernmental Program  
Energy Efficiency and Renewable Energy

Enclosures